

OVERVIEW OF BUDGET

DEPARTMENT: AGING AND ADULT SERVICES
DIRECTOR: MARY SAWICKI
BUDGET UNIT: AGING PROGRAMS (SBB OOA, SBG OOA, SYA OOA, SYW OOA)

I. GENERAL PROGRAM STATEMENT

The aging programs are predominately funded by several federal and state sources and are budgeted in budget units SBB, SBG, SYA, and SYW as follows:

- Title III – Special programs for aging, which provide nutrition, supportive, preventative health, and legal services (*Budget Unit SBG*)
- Title VII – Long-term care ombudsman and elder abuse prevention (*Budget Unit SBG*)
- Title V – Senior Employment Program, which provides part-time employment services for seniors. (*Budget Unit SBB*)
- Title XIX – Multi-Purpose Senior Services Program (MSSP) which provides a variety of services to keep seniors safely in their home environment and out of nursing homes (*Budget Unit SYA*)
- CDBG – Supplements the nutrition program (*Budget Unit SBG*)
- Community-Based Services Programs which provides surplus food to the elderly, Alzheimer day care services, insurance counseling, senior companion services, and in-home services to keep persons in danger of institutionalization safely in their homes (*Budget Unit SYW*)
- USDA – Supplements the cost of the nutrition program (*Budget Unit SBG*)

II. BUDGET & WORKLOAD HISTORY

	Actual 1999-00	Budget 2000-01	Actual 2000-01	Budget 2001-02
Total Appropriation	6,648,740	8,189,433	6,609,999	8,261,772
Total Revenue	6,237,616	8,232,864	6,644,999	8,138,346
Fund Balance		(43,431)		123,426
Budgeted Staffing		100.0		96.8
<u>Workload Indicators</u>				
Senior Employment Enrollees	225	240	220	240
Meals Served	1,093,281	1,063,000	1,159,741	1,063,000
Sr Home & Health Care clients	313	625	280	425
Community Based Svcs clients	860	1,165	1,167	1,165
Information & Assistance contacts	14,326	16,000	16,883	17,500

In accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, actual expenditures in this fund are typically less than budgeted. The amount not expended is carried over to the subsequent year's budget.

III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

STAFFING CHANGES

Overall budgeted staffing has decreased by 3.2 positions with a net decrease of \$66,654 in salaries and benefits.

The Senior Employment Program, which provides part-time work for participating seniors has been decreased 3.1 positions in order to absorb the minimum wage increase effective January 2001. This results in reducing the level of part-time participants from 106 to 100. There is no net decrease in costs, as the higher wage will offset the decrease in staffing.

The Community Based Services Program has been decreased by 2.0 positions to reflect less funding than originally anticipated for the Linkages component, which provides multiple services to persons with disabilities and frail seniors living in their homes.

AGING AND ADULT SERVICES

The new Family Caregiver Program under Title III Special Programs for the Aging, which provides support services to persons providing long-term care to seniors, has been increased by 1.9 positions.

PROGRAM CHANGES

Reimbursements have been increased by a net \$503,489 to reflect additional reimbursement of charges for Aging staff in support of Adult Services programs budgeted in the HSS Administration budget in the amount of \$244,679 and increased shared costs to be reimbursed from within the Office on Aging budget in the amount of \$269,810. An additional \$11,000 has been included for the County Match requirement associated with the new Family Caregiver Program under Title III Special Programs for the Aging, and this is offset by a decrease of \$22,000 for the Community Development Block Grant, which supplements the Title III Nutrition Program.

Revenues have an overall net decrease of \$523,101 due to receiving less-than-anticipated funding for the Multi-Purpose Senior Services Program expansion, as well as a reduction of one time funding previously received for start up costs for the Community Based Services Program. These decreases are partially offset by an increase in revenue to provide the new Family Caregivers Program under Title III Special Programs for the Aging.

GROUP: Human Services System DEPARTMENT: Aging and Adult Services FUND : Special Revenue Summary SBB OOA, SBG OOA, SYA OOA, SYW OOA			FUNCTION: Public Assistance ACTIVITY: Administration		
			2001-02	2001-02	
			Board Approved	Board Approved	
			Base Budget	Changes to	
				Base Budget	
	2000-01	2000-01	2001-02		2001-02
	Actuals	Approved Budget	Base Budget		Final Budget
<u>Appropriations</u>					
Salaries and Benefits	2,370,297	2,767,308	2,956,212	(66,654)	2,889,558
Services and Supplies	5,333,348	6,091,547	6,479,318	(617,018)	5,862,300
Central Computer	12,183	8,885	8,885	17,855	26,740
Transfers	257,983	308,560	308,560	664,970	973,530
Total Expenditure Authority	7,973,811	9,176,300	9,752,975	(847)	9,752,128
Less:					
Reimbursements	(1,363,812)	(986,867)	(986,867)	(503,489)	(1,490,356)
Total Appropriation	6,609,999	8,189,433	8,766,108	(504,336)	8,261,772
<u>Revenue</u>					
Use of Money & Property	25,590	21,000	21,000	4,000	25,000
State, Federal or Gov't Aid	6,659,703	8,181,864	8,567,766	(484,420)	8,083,346
Other Revenue	(40,294)	30,000	30,000	-	30,000
Total Revenue	6,644,999	8,232,864	8,618,766	(480,420)	8,138,346
Fund Balance		(43,431)	147,342	(23,916)	123,426
Budgeted Staffing		100.0	100.0	(3.2)	96.8

AGING AND ADULT SERVICES

GROUP: Human Services System
DEPARTMENT: Aging and Adult Services
FUND : Special Revenue SBB OOA

FUNCTION: Public Assistance
ACTIVITY: Administration

	2000-01 Actuals	2000-01 Approved Budget	2001-02 Board Approved Base Budget	2001-02 Board Approved Changes to Base Budget	2001-02 Final Budget
<u>Appropriations</u>					
Salaries and Benefits	887,217	819,592	880,453	1,908	882,361
Services and Supplies	47,773	50,572	51,132	8,441	59,573
Transfers	34,415	34,467	34,467	43,807	78,274
Total Expenditure Authority	969,405	904,631	966,052	54,156	1,020,208
Less:					
Reimbursements	(56,278)	(49,631)	(49,631)	(45,204)	(94,835)
Total Appropriation	913,127	855,000	916,421	8,952	925,373
<u>Revenue</u>					
State, Federal or Gov't Aid	899,382	862,477	917,477	27,719	945,196
Other Revenue	1,415	-	-	-	-
Total Revenue	900,797	862,477	917,477	27,719	945,196
Fund Balance		(7,477)	(1,056)	(18,767)	(19,823)
Budgeted Staffing		56.9	57.0	(3.2)	53.8

Total Changes Included in Board Approved Base Budget

Base Year Adjustments

MOU/Inflation

Salaries and Benefits	5,861	MOU, 7% Tier, Workers Comp, Retirement
Services and Supplies	560	Inflation, Risk Mgmt Liabilities
Subtotal Base Year Appropriation	6,421	
Subtotal Base Year Revenue	-	
Subtotal Base Year Fund Balance	6,421	

Mid Year Adjustments

<u>Description</u>	<u>Board Approved Date</u>
Salaries and Benefits	55,000
Subtotal Mid Year Appropriation	55,000
Revenue	55,000
Subtotal Mid Year Revenue	55,000
Subtotal Mid Year Fund Balance	-
Total Appropriation Change	61,421
Total Revenue Change	55,000
Total Fund Balance Change	6,421
Total 2000-01 Appropriation	855,000
Total 2000-01 Revenue	862,477
Total 2000-01 Fund Balance	(7,477)
Total Base Budget Appropriation	916,421
Total Base Budget Revenue	917,477
Total Base Budget Fund Balance	(1,056)

AGING AND ADULT SERVICES

Board Approved Changes to Base Budget		
Salaries and Benefits	9,309	1 FTE Accounting Tech reclassified to Staff Analyst I
	47,599	Minimum Wage Increase for Program Enrollees
	(55,000)	Extension & additional funding from prior year not anticipated this year
	<u>1,908</u>	
Services and Supplies	5,191	Increased training and seminars for enrollees
	3,000	Planned increase in services to support enrollees in the Senior Employment Program such as seminars, testing, recognition and special projects
	3,000	Workers Compensation cost increase
	(2,750)	Miscellaneous charges which previously were charged directly are now being paid through interfund transfers
	<u>8,441</u>	
Transfers	7,138	Costs which were previously charged directly are now being paid by SBG and reimbursed through transfers
	3,399	Increase in data processing charged through SBG
	11,900	Increase in Gen Liability charged through SBG
	10,643	Increase in salaries for administrative support services charged by other funds
	10,727	EHAP charged through SBG
	<u>43,807</u>	
Total Expenditure Authority	<u>54,156</u>	
Reimbursements	(7,190)	Reimbursement for position which provides support to Multi-Purpose Senior Services Program
	(38,014)	Reimbursement for position which provides support to Nutrition and Special Circumstances /Tangible Services Programs
	<u>(45,204)</u>	
Total Appropriation	<u>8,952</u>	
Licenses & Permits		
State/Federal Aid	7,896	Increase due to anticipated additional funding to help offset minimum wage increase
	19,823	Fund Balance Adjustment
Total Revenue	<u>27,719</u>	
Fund Balance	<u>(18,767)</u>	

GROUP: Human Services System
DEPARTMENT: Aging and Adult Services
FUND : Special Revenue SBG OOA

FUNCTION: Public Assistance
ACTIVITY: Administration

	2000-01 Actuals	2000-01 Approved Budget	2001-02 Board Approved Base Budget	2001-02 Board Approved Changes to Base Budget	2001-02 Final Budget
Appropriations					
Salaries and Benefits	991,697	1,112,003	1,172,285	52,125	1,224,410
Services and Supplies	4,381,850	4,379,236	4,692,135	68,866	4,761,001
Central Computer	12,183	8,885	8,885	10,677	19,562
Transfers	144,641	175,000	175,000	237,194	412,194
Total Expenditure Authority	5,530,371	5,675,124	6,048,305	368,862	6,417,167
Less:					
Reimbursements	(1,185,385)	(857,162)	(857,162)	(387,061)	(1,244,223)
Total Appropriation	4,344,986	4,817,962	5,191,143	(18,199)	5,172,944
Revenue					
Use of Money & Property	20,355	21,000	21,000	4,000	25,000
State, Federal or Gov't Aid	4,428,884	4,704,376	4,893,205	74,573	4,967,778
Other Revenue	(43,169)	30,000	30,000	-	30,000
Total Revenue	4,406,070	4,755,376	4,944,205	78,573	5,022,778
Fund Balance		62,586	246,938	(96,772)	150,166
Budgeted Staffing		26.1	26.1	1.9	28.0

AGING AND ADULT SERVICES

Total Changes Included in Board Approved Base Budget

Base Year Adjustments

<u>MOU/Inflation</u>		
Salaries and Benefits	60,282	MOU, 7% Tier, Workers Comp, Retirement
Services and Supplies	124,070	Inflation, Risk Mgmt Liabilities
Subtotal Base Year Appropriation	<u>184,352</u>	
Subtotal Base Year Revenue	<u>-</u>	
Subtotal Base Year Fund Balance	<u>184,352</u>	

Mid Year Adjustments

<u>Description</u>		<u>Board Approved Date</u>
Salaries and Benefits		
Services and Supplies	188,829	Contract amendment to increase Nutrition and Support services. Approved 1/9/01.
Subtotal Mid Year Appropriation	<u>188,829</u>	
Revenue	188,829	State & Federal Aid
Subtotal Mid Year Revenue	<u>188,829</u>	
Subtotal Mid Year Fund Balance	<u>-</u>	
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Total Appropriation Change	373,181	
Total Revenue Change	188,829	
Total Fund Balance Change	184,352	
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Total 2000-01 Appropriation	4,817,962	
Total 2000-01 Revenue	4,755,376	
Total 2000-01 Fund Balance	62,586	
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Total Base Budget Appropriation	5,191,143	
Total Base Budget Revenue	4,944,205	
Total Base Budget Fund Balance	246,938	

AGING AND ADULT SERVICES

Board Approved Changes to Base Budget

Salaries and Benefits	91,858	Increase due to the addition of 2.0 positions in the Ombudsman program
	(75,920)	Decrease due to reduction of 1.46 positions in the Ombudsman program
	90,711	Increase due to the addition of 2.0 positions for Title III and Adult Svcs programs
	(40,774)	Decrease due to the reduction of 1.0 positions for the Title III programs
	11,876	Increase of .38 positions due to part-time position increased to full-time in the SIA program
	33,663	Increase due to the addition of 1.0 positions for the Title III E and Multi-Purpose Senior Services Programs
	(37,927)	Decrease due to transfer of 1.0 positions to fund SYA for the Multi-Purpose Senior Services Program
	(21,362)	Decrease due to net change in vacancy factor
	<u>52,125</u>	
Services and Supplies	(115,000)	Decrease Rents & Leases per GASB 34 (moved to Cost Applied)
	31,388	Increase for Application Development
	(9,363)	Decrease in communications per budget instructions
	(8,580)	Decrease in Dist Equip and Service charges per budget instructions
	(44,855)	Decrease in COWCAP
	159,545	Increase in Other Professional Services for services funded by the Title III E
	55,731	Fund Balance Adjustment
	<u>68,866</u>	
Central Computer	<u>10,677</u>	
	<u>10,677</u>	
	<u>-</u>	
Transfers	108,555	Increase in HSS transfers for support services and overhead costs
	114,000	Increase Rents & Leases per GASB 34 (moved from S&S)
	19,639	Increase in costs transferred from SBB and SYA funds for salaries/benefits
	(5,000)	Decrease in County Counsel charges for legal services
	<u>237,194</u>	
Total Expenditure Authority	<u>368,862</u>	
Reimbursements	(11,000)	Increase in Human Services System General Fund contribution to cover match
	(244,679)	Increase from Human Services System for the Special Circumstances program
	(153,382)	Increase from funds SBB/SYA/SYW due to increases in distributed costs
	22,000	Decrease in Economic and Community Development reimbursements for the CDBG block grant
	<u>(387,061)</u>	
Total Appropriation	<u>(18,199)</u>	
Licenses & Permits		
Use of Money & Property	4,000	Increase in interest due to increased funding
State/Federal Aid	74,573	Increase in revenue due to the addition of the Title III E Family Caregiver Program
Total Revenue	<u>78,573</u>	
Fund Balance	<u>(96,772)</u>	

AGING AND ADULT SERVICES

GROUP: Human Services System
DEPARTMENT: Aging and Adult Services
FUND: Special Revenue SYA OOA

FUNCTION: Public Assistance
ACTIVITY: Administration

	2000-01 Actuals	2000-01 Approved Budget	2001-02 Board Approved Base Budget	2001-02 Board Approved Changes to Base Budget	2001-02 Final Budget
<u>Appropriations</u>					
Salaries and Benefits	421,538	600,355	632,862	(9,945)	622,917
Services and Supplies	479,397	1,056,839	1,119,103	(652,551)	466,552
Central Computer	-	-	-	7,178	7,178
Transfers	28,195	24,755	24,755	336,188	360,943
Total Expenditure Authority	929,130	1,681,949	1,776,720	(319,130)	1,457,590
Less:					
Reimbursements	(122,149)	(80,074)	(80,074)	(71,224)	(151,298)
Total Appropriation	806,981	1,601,875	1,696,646	(390,354)	1,306,292
<u>Revenue</u>					
Use of Money & Property	5,235		-		-
State, Federal or Gov't Aid	809,392	1,694,106	1,788,877	(498,526)	1,290,351
Other Revenue	1,460	-	-	-	-
Total Revenue	816,087	1,694,106	1,788,877	(498,526)	1,290,351
Fund Balance		(92,231)	(92,231)	108,172	15,941
Budgeted Staffing		12.0	12.0	0.0	12.0

Total Changes Included in Board Approved Base budget

Base Year Adjustments

MOU/Inflation

Salaries and Benefits 17,337 MOU, 7% Tier, Workers Comp, Retirement

Services and Supplies 19,015 Inflation, Risk Mgmt Liabilities

Subtotal Base Year Appropriation 36,352

Revenue 36,352 State & Federal Aid

Subtotal Base Year Revenue 36,352

Subtotal Base Year Fund Balance -

Mid Year Adjustments

Description

Board Approved Date

Salaries and Benefits 15,170 Reclassify 6 Senior Services Counselor positions to Social Service Practitioners
Board approved 3/27/01

Services and Supplies 43,249 Cost of Living increase for Multi-Purpose Senior Services program for services
to clients-Board approved 1/30/01

Subtotal Mid Year Appropriation 58,419

Revenue 58,419 State & Federal Aid

Subtotal Mid Year Revenue 58,419

Subtotal Mid Year Fund Balance -

Total Appropriation Change 94,771

Total Revenue Change 94,771

Total Fund Balance Change -

Total 2000-01 Appropriation 1,601,875

Total 2000-01 Revenue 1,694,106

Total 2000-01 Fund Balance (92,231)

Total Base Budget Appropriation 1,696,646

Total Base Budget Revenue 1,788,877

Total Base Budget Fund Balance (92,231)

AGING AND ADULT SERVICES

Board Approved Changes to Base Budget

Salaries and Benefits	(42,968)	Decrease 1.0 position for Supervision Social Service Practitioner
	<u>33,023</u>	Increase 1.0 position for Clerk III for Program expansion
	<u>(9,945)</u>	
Services and Supplies	(8,416)	Net decrease in equipment as expansion was half of expectations
	(657,122)	Decrease in Prof. Services as Public Health Nurses paid from 5045 Account and less than expected expansion means less purchased services for clients
	(2,954)	Net decrease in various accounts because expansion was half of expectations
	<u>15,941</u>	Fund Balance Adjustment
	<u>(652,551)</u>	
Central Computer	7,178	
	<u>7,178</u>	
Transfers	256,000	Increase in transfers as Public Health changed from billing through Professional
	80,188	Increase Fiscal and Program Support expenses from other funds due to program expansion.
	<u>336,188</u>	
Total Expenditure Authority	<u>(319,130)</u>	
Reimbursements	(12,829)	Increase in Salary reimbursements from SYW Fund because of expansion of Linkages and shared positions
	(58,395)	Increase in Salary reimbursements from Human Services Fund (Adult Services) primarily due to 3 shared Clerk III positions
	<u>(71,224)</u>	
Total Appropriation	<u>(390,354)</u>	
State/Federal Aid	(498,526)	Decrease because Program did not expand as much as expected
Total Revenue	<u>(498,526)</u>	
Fund Balance	<u>108,172</u>	

GROUP: Human Services System
DEPARTMENT: Aging and Adult Services
FUND : Special Revenue SYW OOA

FUNCTION: Public Assistance
ACTIVITY: Administration

	2000-01 Actuals	2000-01 Approved Budget	2001-02 Board Approved Base Budget	2001-02 Board Approved Changes to Base Budget	2001-02 Final Budget
Appropriations					
Salaries and Benefits	69,844	235,358	270,612	(110,742)	159,870
Services and Supplies	424,327	604,900	616,948	(41,774)	575,174
Transfers	<u>50,732</u>	<u>74,338</u>	<u>74,338</u>	<u>47,781</u>	<u>122,119</u>
Total Appropriation	544,903	914,596	961,898	(104,735)	857,163
Revenue					
State, Federal or Gov't Aid	<u>522,045</u>	<u>920,905</u>	<u>968,207</u>	<u>(88,186)</u>	<u>880,021</u>
Total Revenue	522,045	920,905	968,207	(88,186)	880,021
Fund Balance		(6,309)	(6,309)	(16,549)	(22,858)
Budgeted Staffing		5.0	5.0	(2.0)	3.0

AGING AND ADULT SERVICES

Total Changes Included in Board Approved Base Budget

Base Year Adjustments

<u>MOU/Inflation</u>		
Salaries and Benefits	8,440	MOU, 7% Tier, Workers Comp, Retirement
Services and Supplies	12,048	Inflation, Risk Mgmt Liabilities
Subtotal Base Year Appropriation	<u>20,488</u>	
Revenue	20,488	State & Federal Aid
Subtotal Base Year Revenue	<u>20,488</u>	
Subtotal Base Year Fund Balance	<u>-</u>	

Mid Year Adjustments

<u>Description</u>		<u>Board Approved Date</u>
Salaries and Benefits	26,814	Approved 3/27/01. Reclassified 3 Senior Services Counselor positions to Social Service Practitioners
Subtotal Mid Year Appropriation	<u>26,814</u>	
Subtotal Mid Year Revenue	<u>26,814</u>	State & Federal Aid
Subtotal Mid Year Fund Balance	<u>-</u>	
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Total Appropriation Change	47,302	
Total Revenue Change	47,302	
Total Fund Balance Change	-	
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Total 2000-01 Appropriation	914,596	
Total 2000-01 Revenue	920,905	
Total 2000-01 Fund Balance	(6,309)	
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Total Base Budget Appropriation	961,898	
Total Base Budget Revenue	968,207	
Total Base Budget Fund Balance	(6,309)	

AGING AND ADULT SERVICES

Board Approved Changes to Base Budget

Salaries and Benefits	(61,143)	(1.0 position) Supv Social Svc Practitioner reduction due to anticipated expansion not funded
	(49,599)	(1.0 position) Public Health Nurse II reduction due to anticipated expansion not funded
	<u>(110,742)</u>	
Services and Supplies	(20,998)	Services and supplies which were previously charged directly are now being charged through interfund transfers
	(6,000)	Decrease in inventory purchases after program start up
	(6,026)	Projected contractor funding less than anticipated for 2000-01
	(8,750)	Travel charges reclassified to interfund; reevaluation of previously projected travel expenses
	<u>(41,774)</u>	
Transfers	12,051	Increased support from other fund providing administrative and fiscal services
	35,730	Increase in transfers to SBG due to inflation in services and supplies charged interfund, which were previously charged directly
	<u>47,781</u>	
Total Expenditure Authority	<u>(104,735)</u>	
Total Appropriation	<u>(104,735)</u>	
State/Federal Aid	(111,044)	Decrease due to anticipated expansion not being funded
	22,858	Fund Balance Adjustment
Total Revenue	<u>(88,186)</u>	
Fund Balance	<u>(16,549)</u>	